JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN
Department of
Education

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 29, 2004

«Honorific» «FirstName» «LastName»
«Title»
«OfficialName»
«PhysicalAddress»
«PhysicalCity», MI «PhysicalZip»

Dear «Honorific» «LastName»:

We appreciate your district's efforts to compile and submit data that are necessary to fulfill various state and federal mandates throughout the school year. However, our records indicate that <u>your district may not have completed its submission of data regarding school safety, Title I, and Dual Enrollment for all the fields and/or buildings for the 2003-2004 school year</u> in the School Infrastructure Database (SID). Even though some buildings/facilities do not house students, your district must report property-related information for those buildings/facilities. Possible reasons why our records may indicate an incomplete submission by your district are:

1. You did not submit data for all of the buildings in your district. If an entity is listed on the SID Main Menu for your district, the SID data must be reported for each submission cycle. The only possible exception is the reporting of the central administrative office (00000). If the central administrative office shares space with another building, click on the central administrative office (00000) on the SID Main Menu and then click on the box indicating that the building shares space with another building. This will complete the submission for the central administrative office and a green check mark will appear on the SID Main Menu.

2. Your district may not have completed all the required fields in the SID submission. Every field must be submitted for each building for the submission to be complete. When all fields have been reported for a building, a green check mark will appear to the right of the building name on the SID Main Menu. If any data are missing, a red "x" will appear to the right of the building name on the SID Main Menu.

3. Your School Code Master records are not up to date. The School Code Master authorized user for your district should update the School Code Master listing of buildings and facilities in your district to ensure that you are submitting data for the correct buildings.

4. You did not submit data for buildings that closed during the school year. You must submit data for any building or facility that was open during the July 1, 2003 – June 30, 2004 school year.

These data were due to the Center for Educational Performance and Information (CEPI) on June 30 via the School Infrastructure Database (SID). Two additional data submission periods have been established for your district to complete its submission: from August 2 through 13, 2004 and September 7 through 13, 2004. Failure to submit complete and accurate data will result in the withholding of five percent (5%) of your State Aid beginning with the October 2004 payment until the data submission is complete. The State School Aid Act, sections 19(3) and (6) [MCL 388.1619(3) and (6)] state:

> "(3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law."

> "(6) If a district or intermediate district fails to meet the requirements of subsection (2), (3), (4), or (5), the department shall withhold 5% of the total funds for which the district or intermediate district qualified under this act until the district or intermediate district complies with all of those subsections. If the district or intermediate district does not comply with all of those subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those subsections."
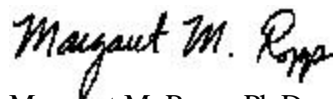
In order to avoid any delays in completing the reports required by state and federal mandates and in qualifying for funds that are tied to these mandates in the future, please ensure that your district submits all required data on school safety practices, Title I and Dual Enrollment for all buildings during the 2004-2005 school year. The data submission to the SID begins in spring 2005, but your data should be compiled throughout the school year. For information about the SID submission, go to the MEIS Data Services section of the CEPI Web site (www.michigan.gov/cepi) and click on "School Infrastructure Database" on the left-side navigation bar.

For questions regarding the 5 percent (5%) state aid penalty, please contact Daniel Hanrahan, Director of State Aid and School Finance at (517) 335-0521 or hanrahand@michigan.gov.
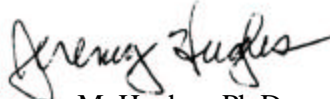
For questions regarding the SID submission, please contact the Department of Information Technology (DIT) Client Service Center via e-mail at Help-Desk@michigan.gov or call 517-335-0505. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

We appreciate your efforts to monitor data submissions and ensure that complete and accurate data are reported on time in each of the CEPI data collections.

Sincerely,

Margaret M. Ropp, Ph.D.
Acting Director
Center for Educational Performance
and Information

Jeremy M. Hughes, Ph.D.
Chief Academic Officer/Deputy Superintendent
Michigan Department of Education